

| | | | |
|--------------------|--|-----------------|--------------------|
| Division: | Education and Training Administration | Ref. No. | ETA-IMG-007 |
| Department: | International Medical Graduates | | |
| Title: | International Medical Graduate Assessment Interview Panels Terms of Reference | | |

1. PURPOSE AND SCOPE

The purpose of this policy is to define the Terms of Reference for International Medical Graduate (IMG) Assessment Interview Panels.

2. KEYWORDS

International Medical Graduate, IMG, assessment, interview panel

3. BODY OF POLICY

3.1. Responsibilities of Assessment Interview Panels

The IMG Assessment Interview Panel is responsible for the assessment of the surgical qualifications and clinical experience in accordance with the Specialist Assessment of International Medical Graduates in Australia policy.

- 3.1.1. All members of the IMG Assessment Interview Panel must;
- a. Prepare for the assessment interview by reviewing all relevant documentation prior to the interview.
 - b. Complete the IMG Interviewer Training eLearning resource prior to the interview.
 - c. Participate in pre-interviewer briefings as required.
 - d. Conduct a fair and unbiased assessment of each applicant in a manner that is compliant with the relevant Australian laws, and the principles of natural justice and procedural fairness.
 - e. Conduct the assessment of each applicant using College documented policies and processes including the semi-structured interview format.
 - f. Maintain professional behaviour throughout the assessment and interview process.
 - g. Declare any existing or potential conflict of interest and when appropriate remove themselves from the proceedings.

3.2. Composition

- 3.2.1. Each IMG Assessment Interview Panel must consist of one member from each of the following categories;
- a. Representative of the Board of Surgical Education and Training (nominees can include the Chair, Deputy Chair, Clinical Director, IMG Assessments, Specialty Board Chair or any College Councillor). This representative must not be a Fellow from the same specialty as the IMG being assessed.
 - b. At least one and a maximum of two representative of the Specialty Training Board of the Specialty in which the IMG is being assessed.
 - c. A Jurisdictional, Community or External Representative
- 3.2.2. The Chair of the Assessment Interview Panel is a representative of the Specialty Training Board of the specialty in which the IMG is being assessed.

| | | | |
|-----------------|---|-----------------|-----------|
| Approved By: | Director, Education and Training Administration | Original Issue: | June 2007 |
| Document Owner: | Manager, International Medical Graduates | Version: | 4 |
| | | Approval Date: | July 2017 |
| Page 1 of 3 | | Review Date: | July 2020 |

| | | | |
|--------------------|--|-----------------|--------------------|
| Division: | Education and Training Administration | Ref. No. | ETA-IMG-007 |
| Department: | International Medical Graduates | | |
| Title: | International Medical Graduate Assessment Interview Panels Terms of Reference | | |

3.2.3. If possible at least one member of the Assessment Interview Panel should be a Fellow who has previously completed the IMG pathway to Fellowship.

3.2.4. Notwithstanding the composition above RACS reserves the right to appoint an observer when and where it may be required or appropriate.

3.3. Mechanisms of Decision

3.3.1. The opinions of each Assessment Interview Panel member must be considered in formulating the final assessment recommendation.

3.3.2. Following discussions the Assessment Interview Panel should provide a consensus assessment recommendation in accordance with RACS policy for Specialist Assessment of International Medical Graduates in Australia.

3.3.3. Where a consensus assessment recommendation cannot be reached, a majority decision may be proposed.

3.3.4. In the event that an Assessment Interview Panel has an even number of members, the Chair of the Panel has a casting vote.

3.3.5. Where a majority decision is proposed and has the support of Assessment Interview Panel members from at least 2 of the membership categories defined in 3.2.1, the recommendation will automatically proceed to the Board of Surgical Education and Training (or its Executive) for approval.

3.3.6. Where a majority decision is proposed that has the support only of Assessment Interview Panel members from category 3.2.1 (b) the recommendation will be reviewed by the Censor in Chief (refer to 3.5 CIC Review).

3.3.7. All Assessment Interview Panel members must sign the completed interview proforma and the Specialty Chair (or nominee) must sign the completed interview feedback proforma to the IMG at the conclusion of the IMG assessment interview and before the commencement of any subsequent IMG assessment interview.

3.4. Quorum

3.4.1. The quorum of the Assessment Interview Panel is defined as three members, with at least one member from each category identified in 3.2.1 of this policy.

3.5. CIC Review of Majority Decision

3.5.1. Where a majority decision is recommended in accordance with 3.3.5 dissenting members must document their reasons for voting against the majority decision in a Dissenting Report.

3.5.2. The Censor in Chief will review the Dissenting Report, with the assistance of the Assessment Interview Panel and the Chair of the Board of Surgical Education and Training, with the aim to examine available information to determine whether those concerns can be disproved. Where the expanded committee returns a majority decision the Censor in Chief will have final approval of the recommendation. Decisions approved by the CIC under this provision will be noted by the Board of SET.

| | | | |
|-----------------|---|-----------------|-----------|
| Approved By: | Director, Education and Training Administration | Original Issue: | June 2007 |
| Document Owner: | Manager, International Medical Graduates | Version: | 4 |
| | | Approval Date: | July 2017 |
| | | Review Date: | July 2020 |

| | | | |
|--------------------|--|-----------------|--------------------|
| Division: | Education and Training Administration | Ref. No. | ETA-IMG-007 |
| Department: | International Medical Graduates | | |
| Title: | International Medical Graduate Assessment Interview Panels Terms of Reference | | |

3.6. Governance and Reporting

- 3.6.1. The recommendation of the Assessment Interview Panel will be forwarded to the Board of Specialist Surgical Training (BSET) or Executive Board of Specialist Surgical Training for formal approval.
- 3.6.2. Notification of the BSET or Executive BSET recommendation will be sent to the Australian Medical Council, and copied to the Specialty Board Chair and the IMG.

4. ASSOCIATE DOCUMENTS

There are no associated documents

Approver: **Education Board**

Authoriser: **Council**